
ATM Board Meetings

May – July 2023

Quarterly Board Meeting: ATM Conference May 6, 2023

Attendees

Sarah Slette, Sabrina Elliott, Kristin Dudley (departed at 3:10 pm), Jen Gabler, April Blackmore (departed at 3:10 pm), Ashley Musil, Kristen Bowers, Diane Dreier, Kristy Hammack, Becky Hines (joined 2:24 pm)

Agenda

1. Call to Order
2. Approval of minutes
3. General Board Updates
4. Regional Reports
5. Legislative Report
6. Education Report
7. Financial Report

The meeting was called to order at 2:20 p.m.

Minutes from February through April were provided to board members for review prior to the meeting. Ashley Musil proposed approving the minutes as written. April Blackmore seconded the motion. All were in favor and the minutes were approved.

Sarah Slette gave general board updates: The board of directors assigned the executive committee the task of updating the Student Policy Handbook and the committee went through the policies in detail, making appropriate updates. The changes to the policies were approved and are now in effect. The next handbook revision will be done in the next few months. Region 6 has a new representative in Heather Randolph, which will be present at the next board meeting. The membership database is still in process, as is an update in payment method options.

Regional Reports were given by regional representatives and Sarah Slette. The Conference Committee report was given via an open discussion amongst board members. Next year's conference will be held in Houston and will take place in May. Sabrina Elliott proposed Kristen Bowers to be the conference chair. Ashley Musil seconded. All were in favor and the motion passed. Kristen Bowers accepted the position. There was a discussion regarding the creation of a new position of conference director. The conference director would provide continuity from year to year and work alongside the conference chair and appropriate regional representatives to ensure that the conference goes smoothly, fine details are attended to, and prevent interruption if a board member must resign during the planning. Kristin Dudley will consider being interim director, to be discussed further at the next working board meeting. Ashley Musil proposed that the volunteer conference director position be made. Kristen Bowers seconded. All were in favor and the motion passed.

The Legislative Report was given by April Blackmore. The current session is still ongoing. The pharmaceutical bill was proposed but a hearing was not granted. Communication is ongoing. This is a vital bill as there are many counties in Texas where midwives are available but there is no OB coverage. Multiple bills came up this session regarding additional testing and monitoring requirements that would apply to hospitals, birth centers, and homebirths. Birth centers and homebirth were successfully removed from the bills.

The Education Report was given by Ashley Musil. The Student Policy Handbook has been updated with changes to continuous continuity of care requirements, additional education sign-off options in Typhon, prerequisite changes for Module 8 and capped class sizes. A new role titled Enrollment and Orientation Facilitator was created. Erin Reynosa was hired as a new Module 1 instructor and Abby Foster is currently training to be the new Module 5 instructor. Amanda Prouty is the new Education Administrative Assistant. Module 1 now has a primary instructor and a secondary instructor in the event of a larger incoming class. Revision of multiple policy manuals is upcoming. Instructors met in April and will meet monthly going forward. All instructors were offered updated textbooks. Required textbook lists have also been updated with newest additions, replacement to some texts, and new texts added. Modules are being updated to have a uniform time frame of 14 weeks in length. Opportunities for students to evaluate instructors prior to workshops are being added. There is now a workshop attendance grade. A continuing education class has been added. Blood Born Pathogens is now available for students and ATM members at a cost of \$11.99; others will pay \$18.99. The class comes with 1 CEU and a one-year certificate. This will also be offered to all students in Modules 1 and 5. Typhon is being used for students to document clinical experience, as well as bi-annual evaluations and skill verifications/second sign-offs. Students must register at the beginning of Module 1, and they must log clinical experience within 15 days. The current enrollment period is open and as of 4/24/23, 19

students had enrolled. Orientation begins 7/5/23.

Ashley Musil proposed changing from a module plan to a semester plan, and modifying the schedule and the length of classes. All modules would be positioned to begin simultaneously. Under this plan, instructors would teach three modules instead of two, which will increase the instructor pay in the budget but will also increase the income from tuition. Instead of being numbered modules, there will be named classes with prerequisites. The entire program will take approximately three years to complete and will have a more robust breastfeeding education component. A functioning Student Information System (SIS) will be necessary for this new plan to be effective. There was discussion regarding when this plan would be implemented (1/2024) and what the effect would be on students currently enrolled. Ashley reported that this should not impact current students' length of study. The proposal was tabled until the next working board meeting.

An in-depth financial report was given by Jen Gabler with detailed slides demonstrating where we are currently in the projected budget.

The Social Media and Membership report was given by Sarah Slette. The committee met last week and plan to meet regularly to stay active on social media. Upcoming events will be shared on social media pages if shared by regional representatives. They are still searching for an effective and reasonably priced membership database system and will work alongside the education committee for a student database. There are new moderators for the ATM Facebook group and they ask for patience with approving new members.

The floor was opened for comments and questions from the membership. There were no comments or questions.

The next meeting was scheduled for August 6, 2023 at 2 p.m.

The meeting was adjourned at 3:32 p.m.

Notes

- None

Working Board Meetings

June 12, 2023

Attendees

Sarah Slette, Sabrina Elliott, Kristin Dudley, Jen Gabler, April Blackmore, Ashley Musil, Kristen Bowers, Diane Dreier, Kristy Hammack, Becky Hines, Melinda Pond

The meeting was called to order at 7:03 p.m.

Sarah Slette gave an update on conference CEUs, which are still pending while Michelle, the CEU coordinator, works on them. Moving forward, all CEUs are to go through her.

Sarah Slette revisited the policy manual committee and asked for volunteers for the committee as well as a chair.

Sarah Slette conveyed a request from an ATM member for the board to host peer reviews, which the board declined to do at this time. ATM members are encouraged to attend or host peer reviews in their local community.

Social media update: There are currently multiple places for membership discussions and updates. There is a public Facebook page, a private Facebook group, and a GroupsIO email list. Discussed hiring a social media manager. A bid has been received for the role. There was discussion about what a suitable social media manager would be considering the niche and personal nature of midwifery. It would take someone very familiar with midwifery to be able to work autonomously. Kristin Dudley volunteered to solicit bids from social media managers.

The need for a membership database was discussed along with a suggestion for renewal reminders. A database system has not yet been decided on but there are low tech options for the interim. ATMMTP also needs a system and it may or may not be integrated with ATM membership. Auto renewal may be helpful for members to stay current with their membership and is possible through Square Space. Someone needs to be pulling the membership list to notify members when membership renewal is upcoming. Kristin Dudley suggested asking the current administrative assistant to add this to her duties; Sarah agreed to discuss this with her.

Kristen Bowers offered to meet with anyone who has specific feedback about the most recent conference. She will schedule a time to chat for anyone who wishes to participate in the discussion.

Ashley Musil announced that the first Academic Excellence Award recipient has been decided on and they will make an announcement at her next workshop. Sarah suggested posting it on social media. Module 1 is beginning, and a decision will need to be made on scholarships next month. SIS research is ongoing and a spreadsheet with information on different options has been posted to the chat. A technology management may be added to

student expenses to cover the cost. There is a possibility of changing from Typhon but that will be a slow process. Ashley suggested adding a curriculum coordinator role to the school, potentially in time for next year's budget. Sarah requested that Ashley create a job description. Ashley Musil shared a detailed explanation of the Trimester Proposal including more information on how the change would affect students in each module based on their projected graduation date and financial investment. There was discussion about how to ease the transition for students and mitigate disruption of education and graduation plans. The plan will be voted on at the next meeting.

Kristy Hammack asked if there is a student advocate at ATMMTP. There is a student liaison position that is currently unfilled. Discussed ensuring the student body is aware that the position is open. Sabrina Elliott feels that it may be helpful to have a preceptor or board member also involved in student advocacy.

Kristen Bowers gave a conference update. It will be held the first weekend of May. She is still looking for the perfect venue. Talks with potential speakers are ongoing but there are several commitments so far. The conference will focus on midwifery foundations and roots.

The meeting was adjourned at 9:35 p.m.

July 10, 2023

Sarah Slette proposed creating and approving a Policy Manual and Handbook Committee. Ashley Musil Seconded. All were in favor and the motion was passed. Jen Gabler proposed Sabrina Elliott be committee chair for the committee. Ashley Musil seconded. All were in favor and the motion was passed. Kristin Dudley proposed to include Ashley Musil, April Blackmore, Diane Dreier, and Jen Gabler to be on the committee. Sabrina Elliott seconded. All were in favor and the motion passed.

Kristin Dudley has been researching social media management options and has shared a proposal from the most promising candidate in the BOD chat. This proposal is for \$450 a month with an initial three-month commitment before switching to a month to month agreement. There was discussion regarding the proposal, the cost, the advertising budget, and the value of social media management. There are some concerns that it will still require a degree of hands-on work from the board. April Blackmore suggested offering a work study opportunity for students to run the social media. Jen Gabler states that would have the same effect on the budget as hiring someone. Kristin Dudley proposed moving forward with the first three months of hiring Yvonne, a social media manager, for \$450 a month as a trial period. The motion was seconded. The motion passed with one objection (Ashley Musil).

Kristin Bowers proposed that we use a customized excel spreadsheet as a temporary

membership database. Ashley Musil seconded. Kristen affirmed she was willing to meet with the administrative assistant to train in the use of the spreadsheet. All were in favor and the motion was passed.

Group IO is a discussion group actively being used by ATM members. There was discussion about moving the group to another platform, but it would involve changing how people are able to interact with each other. Sarah Slette proposed keeping Groups IO for communication outside of social media, moderated by Sarah and Sabrina Elliott, and updating it with current membership. Diane Dreier seconded. All were in favor and the motion passed.

Sarah Slette and Jasmine Kanevski have been in talks regarding hiring someone to work as PRN technical assistance. Kristin Dudley proposed allowing Jasmine Kanevski to collect bids to hire someone to work on any technical items that the organization may require. Sarah Slette seconded. All were in favor and the motion passed.

The Academic Excellence Award was given at the recipient's last module workshop. One of the applicants for the Midwives Memorial Fund requested a scholarship for the remainder of her tuition, which prompted a discussion of how the scholarship is described on the website. Clarification is needed on what the Midwives Memorial Fund covers and the amount of funds available. There is a need for the website and application to clearly state that a recommendation letter from the applicant's preceptor is required. Ashley Musil proposed offering a 1 module 50% tuition discount resulting in a \$598 reduction to Katie Holcomb. April Blackmore seconded. All voting members were in favor and the motion passed with Kristen Bowers abstaining. Ashley Musil proposed approving The Memorial Fund scholarship to cover 100% of one module tuition worth \$1195 for Kaitlyn Cox. Kristin Dudley seconded. All were in favor and the motion passed. There was a follow-up discussion regarding funds earmarked for a student that seemed outside of tuition paid, Jen Gabler and Jasmine Kavenski are still researching the situation.

Meeting was adjourned.

Proposals via chat

1. 7/15/23 Sarah Slette shared a letter from Jodi Snow, the bookkeeper, regarding a price increase and made the following proposal: "I propose to accept Jodi's new monthly fee of \$350.00 starting in September 2023." Ashley Musil seconded. All were in favor and the motion passed.

Next meeting will be a Quartley Board Meeting on August 6, 2023 at 2 p.m.